

COCLJ AUTOMATION ADVISORY COMMITTEE MEETING

Friday, December 17, 2010

In attendance at this meeting were:

Judge Larry Carver

Judge Greg Mohr

Lisa Mader, Court Administrator's Office

Claudia Anderson, Court Administrator's Office

Sharon Skaggs, by Vision Net

Thelma Keys-Nicol, by Vision Net

Barb Pepos, by phone conference

Sheri Bishop, by phone conference

Jennifer Boschee, by phone conference

PURPOSE OF MEETING

Each member received copies of the following:

The information on the back of a Billings Municipal Infraction Citation

Draft Overdue Processing Rules – April 2010

Municipal Infraction Change Summary for Billings Municipal Court

Billings Municipal Infraction Rules – approved by Judge Knisely (marked received 9-2-2010)

OVERDUE PROCESSING RULES FOR BILLINGS MUNICIPAL COURT:

1. Set the finding to Default Judgment
2. Assess fines and fees and payment due date to the case
3. Create a notice and default judgment for service on defendant
4. Add the following Register of Action to the case <Failure to Appear Default Judgment>

Motion was made by Judge Mohr to accept the above overdue processing rules, seconded by Sheri Bishop and Motion was passed by the committee.

The Overdue Processing Rules for Failure to Pay were left as submitted:

3 days after scheduled payment late:

1. Issue FTP warning letter
2. Add the following register of actions to the case: <Failure to Pay Reminder issued>

45 days after warning letter:

1. Add the outstanding judgment balance to the Collections Report
2. Add the following register of action to the case <Failure to Pay Reported to Collection Agency>

The full Committee did not address the exact number of days on FTA when the default judgment would take place in Overdue Processing. The full committee agreed that Judge Carver, Judge Mohr, Lisa Mader and Claudia Anderson would clarify the exact number of days with Judge Knisely.

Judge Carver advised the Committee that he had to make an Executive Decision regarding two separate Findings being added to FullCourt for Billings Municipal Court. They were a Deferred Judgment Finding and a Stipulated Judgment finding.

Judge Carver advised the committee of the next Automation Committee meeting scheduled for January 7th, 2011. He advised that Greg Noose from Driver Improvement would be in attendance at that meeting.

Meeting was adjourned.

Submitted by member, Barb Pepos